

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120068-0

CONTROL NO.

PREPARE IN DUPLICATE

OL/SD/ ☐ FTB - 4STAT

1. TITLE OF REPORT (if a fill-in report include Form No.)

MAN HOURS REPORT

2. TYPE OF REPORT  
☒ STATISTICAL  
☐ NARRATIVE  
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

1

5. FREQUENCY (weekly, monthly, quarterly, etc.)

MONTHLY

6. DISTRIBUTION (No. of components not number of copies)

1

7. FORMAT (memorandum, form, computer print-out, etc.)

FORM

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

XX NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

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10. PREPARING COMPONENT (include lowest level contributing information to report)

OL/SD/ ☐ FTB

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-05	\$3.15		1/2 Hr.		\$1.58		12		\$18.96
GS-13	8.06		1/4 Hr.		2.02		12		24.24

## B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$43.20

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Used as management tool to determine cost effectiveness of employees in relation to total work requirements.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

XXX RETAIN AS IS ☐ OTHER (explain)☐ CHANGE☒ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

9

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16. DATE OF INVESTIGATION Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120068-0

9/22/70

CHIEF, FREIGHT TRAFFIC BRANCH

18. EXTENSION

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